



County of Greene, Missouri

Employment Vacancy Announcement

Continuous

Sheriff

Correctional Officer I, Probationary

Full-Time

(Rotating shifts; weekends & nights required)

Shifts are: 7 am - 7 pm and 7 pm - 7 am

Shifts rotate every two months

\$13.19-\$15.41 hourly

The Greene County Sheriff's Office, Jail Division, is seeking a highly motivated individual for the position of Correctional Officer I, Probationary to provide direct offender supervision through training, education, and the development of leadership skills necessary to operate our state of the art podular designed facility.

Essential Duties and Responsibilities:

Supervises inmate activities such as feeding, church services and trustees.

Intervenes in altercations and mediates disputes.

Conducts cell inspection for contraband and damage.

Responsible for general maintenance and cleanliness of jail and facilities.

Evaluates segregated inmates.

Implements programs for offender education, self-improvement, work programs, and medical care.

Uses direct supervision to provide incentives for responsible behavior and disciplinary treatment for inappropriate behavior.

Enters all information into the computer system regarding all in-coming prisoners and court actions received on inmates.

Relays information to other departments and personnel.

Controls the flow of mail into and out of the jail facility including collecting and searching mail for contraband.

Performs other functions in the Records, Booking and Mail divisions.

Performs other duties as required of position.

Minimum Experience and Training Qualifications:

Applicants interested in becoming a Correctional Officer must have a high school diploma or GED, and must be 21 years of age.

A valid Missouri motor vehicle operator's license required.

Military, security, or criminal justice experience or education preferred.

Vocational/technical training in office procedures, preferably related to law enforcement, desired; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Successful applicants will participate in a 4-week Corrections Officer Academy upon hire and complete field training officer period as required.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements:

All selected candidates are required to undergo and successfully pass the following:

- post-offer screening for the presence of illegal drugs
- physical and psychological examination
- criminal background and reference checks

This position involves working rotating shifts. Applicants MUST be available days, nights, and weekends. Shifts hours are: 7 am - 7 pm and 7 pm - 7 am. Shifts rotate every two months.

How to apply:

Interested individuals MUST submit a completed application to Human Resources, 940 N. Boonville Ave., Room 314, Springfield, MO 65802, or fax to 417.868.4811. Incomplete applications will not be given consideration.

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.